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STAFF CONFERENCE

Minutes of Meeting held in Director's
Conference Room, Administration Building
Monday, 29 January 1951, at 1100 hours

General Smith Presiding

Present

William H. Jackson, Deputy Director
Allen W. Dulles, Deputy Director for Plans
Murray McConnell, Deputy Director for Administration
Lyman B. Kirkpatrick, Executive Assistant to DCI
[redacted] Executive Assistant to DCI
[redacted] Advisor for Management
James M. Andrews, Asst. Dir. for Collection and Dissemination
George G. Carey, Asst. Dir. for Operations
H. Marshall Chadwell, Asst. Dir. for Scientific Intelligence
Kingman Douglass, Asst. Dir. for Current Intelligence
William L. Langer, Asst. Dir. for National Estimates
Max F. Millikan, Asst. Dir. for Research and Reports
James O. Reber, Asst. Dir. for Intelligence Coordination
[redacted] Asst. Dir. for Special Operations
[redacted] Asst. Dir. for Policy Coordination

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The Director said that [redacted] formerly Director of the Office of Strategic Services, would be in Washington on Thursday. The Director said that he planned to confer with [redacted] and that any of the Assistant Directors who had any matters to take up with [redacted] should advise Mr. Dulles. The Director stated that the Veterans of OSS could be of use to this organization and that [redacted] advice should be solicited.

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The Director inquired as to the status of legislation creating a career service for CIA employees. Mr. McConnell said this was being worked on at the present time. The Director indicated that something should be obtained along the lines of the Foreign Service in the Department of State that would enable the transfer of personnel and would make the service sufficiently attractive.

The Director stated that he believed CIA should obtain the right to award certain decorations on its own behalf. He mentioned the fact that possibly a certain number of medals for merit and medals for freedom should be allocated to the agency by the President, and the right to award Legions of Merit to foreigners should be obtained. He suggested that an effective order be obtained to allow this agency to award decorations to military personnel without going through the Decorations Board. It was requested that the Assistant Directors give an indication of how many decorations they believed would be awarded in the course of a year, so that an appropriate request may be directed to the White House.

2. Mr. Jackson said that an Historical Branch was to be organized, probably in O/IC. This branch would write the history of CIA, including the preparation of any annual reports that were required; would be responsible for handling any official addresses made by representatives of the agency; and would handle any necessary dealings with the press.

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3. Mr. Carey raised the question of proselyting of employees by the offices and suggested the reissue of Administrative Instruction [] Mr. Jackson said that he believed this should be reissued, but indicated that in cases where one Assistant Director believed an employee of another office could be of greater use to his work that the problem should be referred to the Director's Office for discussion.

4. Mr. Baird reported on a training program to be given for new CIA employees. He stated that approximately [] employees had entered on duty since October 1. The Director indicated that he did not need all of thirty minutes for his talk, and suggested that the length of the program could be reduced after it has been tried one time.

5. Mr. McConnell asked that all offices transmitting projects coordinate them in advance with all other interested CIA activities.

Mr. McConnell reported that the agency had expanded nearly all of its funds for overtime for the current fiscal year by December 31. He suggested that all offices work their employees alternate five and six day weeks so as to arrive at an average 44 hour work week yet manning the office six full days. He pointed out that under the current law the regular work week was still 40 hours and that additional time was overtime. He asked that Assistant Directors keep overtime to a minimum wherever possible.

6. Mr. Reber presented a memorandum to the Assistant Directors indicating the matters of coordination on which his office was working. He stated that the memorandum did not necessarily indicate that O/IC was doing all of the work, but simply showed that it was working with the principal office concerned in the matter of coordination.

7. Dr. Langer said that the time was near for pushing a candidate to be a student at the National War College next week. He suggested that CIA attempt to obtain permission to send more than one individual each year. The Director said that could be undertaken and asked that each of the offices submit the names of their candidates to Mr. McConnell. The Director said that he believed CIA ought to have an instructor at the War College but that nobody was available at the present time.

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8. [] asked what the policy was on granting leave without pay for extended periods. The Director stated that this would depend on the individual and his value to the agency.

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